



The City of Miami Gardens
Development Services
Planning and Zoning Department

Address Request

In order to process your Address Request we require the following:

1. An address request form and/or Letter
2. A Plat, Site Plan and/or Survey
3. Copy of the Deed
4. An electronic copy version of Legal Description

Please allow three (3) business days for processing your request. Large requests, such as multi-tracts in a subdivision, may require further time for processing.

Please note that addresses are provided in a written form only; **no verbal determination will be made.**

Date of Request: _____

Folio Number: _____

Legal Address: _____
(Lot, Block, Subdivision, Unit / Phase or Tract, Section, Survey, Abstract)

Site Address: _____

Requested By: _____

Work Number: _____ Home Number: _____

Other Number: _____ Fax Number: _____

OFFICE USE ONLY

Date: _____ Process #: _____

Address Assigned: _____

Address Assigned By: _____

***** **Note:** It is the applicant's responsibility to submit this official documentation to the Property Appraiser's Office located at 111 NW 1st Street so that this address will reflect accordingly.